

## **Indiana BPA**

### **State Advisor Job Description**

- Support current chapters and establish new chapters as specified below:
  - Distribute rosters to all chapters and others as requested.
  - Distribute information packets as requested or needed.
  - Maintain up-to-date directory of chapters and advisors.
  - Distribute informational packets to new chapters.
  - Make intentional efforts to increase student membership by 2% over previous year.
  - Maintain email list of all local chapter advisors.
  - Communicate regularly with local chapter advisors regarding state and national issues.
  - Continue building middle level with the support of the Middle Level Coordinator and executive board.
- Promote Indiana BPA by preparing:
  - Brochure, handbook, and other materials.
  - Prepare and distribute up-to-date annual calendar of activities to all members/chapters.
- Provide information to web master to update the website at least monthly with minimum of the following elements: Mission, Goal, or Purpose Statement, Calendar, Membership information, Link to national chapter, Competition Information, State Director Contact Information.
- Provide in-service and pre-service activities for Career and Technical Education instructors serving or preparing to serve as a local chapter advisor conducted as specified below:
  - Conduct update session(s) with local advisors.
  - Conduct in-service and pre-service updates with teacher educators.
  - Hold and evaluate chapter management in-service for new advisors.
  - Conduct activities for all those requesting mentoring paired with experienced advisors and network development (including promotion of the network).
- Utilize executive board to provide assistance, approval, and evaluation of Indiana BPA responsibilities and activities.
  - Serve as ex-officio member of the executive board and attend meetings.
- Maintain leadership training program that includes student participation in occupational events at the district/regional, state, and national levels as specified below:
  - Conduct quality leadership and training activities for state officers with State Officer Coordinator.
  - Conduct quality leadership activities for local chapter officers as requested.
  - Coordinate all state officer activities with State Officer Coordinator.
  - Maintain linkage with national organization.
  - Order or obtain official BPA dress for state officer leadership team
- Insure that competitive events program includes student participation in occupational and leadership events at the district/regional, state, and national levels as specified below:
  - Attend the SAAC summer meeting.
  - Attend the SAAC meeting and other state advisor sessions at NLC.
  - Attend corporate meeting at NLC.
  - Distribute up-to-date list of occupational events and leadership opportunities to members and chapters.
  - Work with other Indiana CTSO's by attending meetings and participating in the CTSO Coordinating Council activities.
  - Plan and direct state participation in annual National Leadership Conference.
  - Provide assistance with planning or conducting regional competitive event conferences.
  - Oversee the Judge Coordinator as items are submitted in advance for SLC.

- Assist Corporate and College Support Coordinator to seek business, industry, labor, and education support.
- Oversee selection of trading pin design. Order and distribute trading pins.
- Purchase needed supplies, ribbons, awards, etc. for all conferences.
- Plan and conduct special activities needed by Indiana BPA, as needed and directed by the executive board.
- Oversee Conference Coordinator, State Officer Coordinator, Middle Level Coordinator, AP/AR Grant Coordinator, and other positions for continuity and accountability.

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### **Conference Coordinator Job Description**

- Plan and direct annual Fall Leadership Conference.
- Plan and direct annual State Leadership Conference.
- Work with Judges' Coordinator to secure and schedule qualified judges for all SLC competitive events.
- Arrange for printing of all competitive event materials for SLC.
- Arrange for speaker at SLC, if needed.
- Coordinate usage of meeting space, hotel guest rooms, and food and beverage with hotel staff for all conferences and meetings as needed.
- Coordinates workers for headquarters at SLC.
- Secure computers for SLC.
- Secure space needed for computers at SLC.
- Secure storage unit and store BPA supplies and materials.
  - Prepare inventory list of storage unit contents.
- Plan and conduct special activities needed by Indiana BPA, as needed and directed by the executive board.

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### **State Office Coordinator Job Description Addition**

- Coordinate usage of meeting space, hotel guest rooms, and food and beverage with hotel staff for all state officer meetings except for SLC and FLC.

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### **AP/AR and Grant Coordinator Job Description**

- Monitor and report all grant deliverables and request reimbursement in a timely manner.
- Verify with executive board that the financial business of Indiana BPA is managed and conducted in accordance with all local, state, and federal laws and with recognized accounting principles including:
  - Coordinate payment of expenses.
  - Maintain appropriate accounting records.
  - Complete annual budget form including all revenue and expenses.
  - Complete final financial status report form including all revenue and expenses.
  - Have books audited.
  - File report of financial reports.
  - Submit annual entity annual report, 990 information, and non-profit form.